

Ryan White Planning Body: Executive Workgroup
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Meeting Minutes

Wednesday, December 5, 2018; 11:00am-12:00pm

[Join Skype Meeting](#): call 980-314-2390, code 9783483#

Meeting goals:

1. Plan for next meeting: January 16, 2019
2. Plan for installation of new Membership Chair
3. Review Planning Body responsibilities for the end of the fiscal year and beginning of next fiscal year

Attendance: Christopher Jones, Chelsea Gulden, Shannon Farrar, Kayla Earley

Minutes

Needs Assessment Workgroup Updates

Shannon Farrar, Needs Assessment Chair, reviewed Directives drafted by the Needs Assessment Workgroup on 11/14/18. Chelsea Gulden, Planning Body Co-Chair, recommended editing the Health Insurance Premium & Cost Sharing Assistance (HIPCSA) directive wording to “Fund at least one additional HIPCSA *enroller*...” rather than “HIPCSA *provider*,” as *enroller* is more specific to funding additional agencies to enroll consumers in health insurance rather than merely cost sharing. Attendees agreed that this wording is more specific and may be changed. Kayla Earley to make the edit and resend to Executive Team on 12/5/18.

Farrar noted that the Directives drafting process was democratic, allowing all workgroup participants to provide input. Earley agreed, praising Farrar’s skill in facilitating meetings to include everyone.

Membership Chair Vacancy, Open Nominations Planning

Earley reported that Bernard Davis resigned as Membership Chair and noted that the Planning Body Bylaws allow Co-Chairs Gulden and Jones to appoint a new Membership Chair, reiterating that the appointment should promote reflectiveness. Christopher Jones reported that he would feel more comfortable allowing the Planning Body to vote. Both Co-Chairs agreed that they are willing to nominate three or more candidates and present those nominees to the Planning Body for a vote on 1/16/2019, the next regularly scheduled Planning Body meeting.

The Executive Team identified three candidates: Annette Huffstead, Vivian Perlman, and Windee Sanderson. Jones to contact Huffstead to make aware of the nomination and gauge interest; Earley to contact Perlman and Sanderson. Earley also to send the names of all members eligible for candidacy to the Executive Team for review, as the team would like to review all names to avoid missing potential candidates.

Earley reported that in the absence of a Membership Chair, two membership applications remain pending. Farrar recommended that in lieu of a Chair, the Executive Team take responsibility for reviewing applications and making recommendations. Attendees agreed.

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Earley to securely send Membership/Reflectiveness Roster (with identifying information removed) and pending applications to the Executive Team on 12/5/18, per the request of the group.

Planning for 1/16/2019 Planning Body Meeting

Attendees reported that they had difficulty opening links to meeting materials previously sent by Earley; Earley to send materials via attachments rather than links in the future.

Earley walked through the draft agenda with the team to confirm roles and agenda items. Jones volunteered to facilitate the welcome and meeting minutes approval. Farrar to lead a review and vote of Directives. Gulden to notify the Planning Body of an opportunity to review and revise Service Standards (see below). Gulden also recommended scheduling the Membership Chair election for 1/16/19; attendees agreed.

Earley asked how the Executive Team wanted to lead the Service Standards revision/approval process. Farrar suggested splitting the Planning Body into small groups, facilitated by Executive Team members. Gulden felt that the Planning Body needs more time to review and provide in-person feedback and suggested reviewing two service categories per meeting to allow more time. Gulden reported that previous Service Standards revisions have required a full day of discussion and research. Earley suggested forming a one-time standing workgroup to revise Service Standards and present their recommendations to the Planning Body at the next regularly scheduled meeting. The group agreed a one-day, one-time workgroup will allow people who are interested and available to participate with ample time.

The group scheduled this standing workgroup meeting for Wednesday, February 6, 2019; 10:00am-5:00pm at Valerie C. Woodard Center, 3205 Freedom Drive, Charlotte. Executive Team will meet directly before this session from 9:00am-10:00am. Gulden to inform members of this participation opportunity on 1/16/19.

Meeting Room Updates and Concerns

Earley reported concerns about the size of the meeting space at Valerie C. Woodard Center (VCW), the Ryan White Office's new location, effective 1/15/19. Earley reported that this meeting space only seats 20 at a table and an additional 12 without tables, which presents problems for seating and allowing eating space for lunch meetings. The group agreed to meet at VCW on 1/16/19 and assess the room needs from there. Other room suggestions:

1. Farrar: Hope Haven meeting rooms – Spacious and have ability to section off rooms
2. Gulden: RAIN location – Multiple rooms of varying sizes available
3. Earley: LUESA Building – Spacious rooms with tables and chairs set up but may have difficulty without access to a kitchen / filtered water supply.

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Looking ahead to February-April 2019

Earley briefly reviewed February's draft agenda, reporting a confirmed presentation on Health Insurance with Jaysen Foreman. Earley also reported that the Planning Body should complete comprehensive planning in February, reviewing Planning Body action steps related to the 2017 Integrated Care and Prevention Plans from North and South Carolina. Further reading to be done, as the Planning Body did not officially exist in 2017 and therefore does not have specific action steps.

Earley asked the group if they want to continue holding Planning Body meetings at the same time/day. Attendees agreed this time seems to work for the Executive Team and Planning Body members. Earley to send a draft meeting calendar on 12/5/18 for review by Executive Team; more discussion to follow during the next Executive Team call on 1/2/19.